

## COMMISSION FOR TEACHER PREPARATION AND LICENSING

LICENSING BRANCH

P.O. Box 2670

Sacramento, California 95812



May 12, 1977

76-7738

TO: Deans of Education, County and District  
Superintendents of Schools

FROM: Peter L. LoPresti, Executive Secretary

SUBJECT: Credential Application Processing

The Commission for Teacher Preparation and Licensing at its April meeting reviewed a report describing some of the causes for unusual delays in processing credentials. A copy of this report is attached for your information. The reprint of data given to the Licensing Committee serves to highlight one of the major causes for such delays.

It was encouraging to discover that some of the causes of unusual delays in delivery of credentials from the Commission for Teacher Preparation and Licensing to applicants can be corrected quite easily. There are three main areas where we especially need and solicit your help:

1. Applications which are complete enough to be processed and granted should not be held in your offices for a period longer than one month and preferably less. We sincerely appreciate your endeavors to gather a complete application packet but materials held too long may cause the check to become stale-dated with resultant penalty fees and even more delays.
2. Your teachers, particularly the beginners, should be reminded that recommended credentials are sent to the recommending college or university and it is their responsibility to secure the document from the institution for registration with county offices. If applicants enclose the suggested postcard, they may receive up to six weeks advance notification of the final processing and granting of their credential. The addressed card must arrive with the application, however, as those cards sent separately are not processed.

3. Please encourage your candidates to complete all forms. Many applications which should be routine are subject to delay because of incomplete forms. While it may seem redundant to fill out all areas including the portions relating to institutions attended and verification of experience, particularly if no change has occurred since the time of prior application, this information is often vital in our search operations.

You will be pleased to know that we are now able to process complete applications within 75 calendar days or less from receipt of complete application to mailing of credential. This excludes Committee of Credential cases, of course. With a 60 percent increase in applications in the first half of 1976-77 over that period in 1975-76, our peak processing time was almost 140 calendar days. This was still within the 120 school days covered by Temporary County Certificates when complete applications were received on a timely basis.

) Thank you for your continued advice, cooperation and assistance. Your contribution to providing effective service to applicants is most appreciated.

## COMMISSION FOR TEACHER PREPARATION AND LICENSING

1020 O STREET  
SACRAMENTO 95814

March 16, 1977

TO: Members of the Licensing Committee

FROM: Eli Obradovich, Chief of Licensing *EO*

SUBJECT: Credential Concerns

In discussing the licensing workload, turn-around times, and expiration of Temporary County Certificates, questions were raised by Committee members as to why the TCCs were expiring for teachers who started teaching in September yet the Analysts are working on cases received in November.

Following are a few of the cases appearing on Temporary County Certificate lists showing dates of receipt in agency as contrasted with date received in the Commission for Teacher Preparation and Licensing office:

<u>Agency</u>	<u>Date Applicant Filed with District or Institution</u>	<u>Date Received in Commission Office</u>
Calif. State University and Colleges System	9-14-76	1-7-77
	9-4-76	12-16-76
	9-10-76	10-2-76
	9-4-76	1-7-77
	9-4-76	12-16-76
	9-4-76	11-22-76
	9-4-76	2-3-77
	7-12-76	1-7-77
	9-4-76	2-3-77
	9-4-76	12-16-76
	9-10-76	11-24-76
U.C. System	6-19-76	1-20-77
Private Institutions	9-14-76	12-6-76
	7-1-76	1-28-77
	7-28-76	11-22-76
	8-2-76	2-16-77
	8-2-76	12-6-76
	8-30-76	1-27-77
	6-21-76	2-9-77
	9-4-76	1-27-77
	8-6-76	2-16-77
	County Office	9-13-76

Districts

10-21-76  
9-1-76  
12-21-76

11-8-76  
11-22-76  
12-21-76

U.C. System LEA

9-13-76  
9-14-76  
9-8-76  
9-23-76  
9-13-76  
10-5-76  
9-30-76  
10-25-76  
12-1-76  
9-27-76  
10-15-76  
9-8-76  
10-1-76  
9-13-76  
8-18-76  
9-15-76  
7-28-76

2-14-77  
2-3-77  
12-20-76  
1-24-77  
3-4-77  
12-20-76  
1-27-77  
1-28-77  
2-3-77  
2-15-77  
11-26-76  
2-17-77  
12-20-76  
12-13-76  
12-6-76  
3-4-77  
1-7-77

LEA Systems

9-14-76  
8-18-76

12-13-76  
3-4-77